

# Workplace Alaska

## Class Specification Fair Price Cost Estimator

<b>Created:</b> 08/04/2004 by Cheryl Evans	<b>AKPAY Code:</b> <b>Class Outline Cat:</b>	<b>Class Code:</b> <b>Class Range:</b>	RR2303N NR 14
<b>Finalized on:</b>	<b>Approved by:</b>	<b>Class Status:</b>	Active
<b>Category:</b> Professional	<b>Class Title:</b> Fair Price Cost Estimator		
<b>Original Date:</b> 08/04/2004	<b>Use MJR Form:</b> Alaska Railroad		

**Original Comments:**

**Subsequent Revision Dates/Comments:**

**Last Update:**                      **EEO4:** 2                      **SOC:** 13-1051                      **Census:**

**Last Update Comments:**

### Definition:

To provide cost estimates for contracted projects independent of the bids and/or proposals of the contractors. The purpose of this position is to help ensure that contractors are offering a fair price for all projects, including federally funded work, by alerting management when there is a significant difference between the bid of the contractors and independent ARRC estimate of the cost of the work.

### Distinguishing Characteristics:

### Examples of Duties:

Prepares independent project cost estimates, utilizing unit cost database and input from project managers, as well as historical data of costs. Identifies and uses multiple sources for cost estimates to ensure fairness. Compares independent cost estimates to contractors' bids in order to red flag any significant disparities. Checks change orders and task orders to ensure that contractors are bidding a fair price. Will prepare cost comparisons on some material pricing as requested by Project Managers or the Purchasing staff. Documents the sources of cost estimates to ensure consistency and also to give validity to the findings. Prepares a standard report on estimated cost for each project for delivery to the Director, Project Management and Project Managers. Provides verbal updates on the cost estimates as required. Will attend weekly Project Management Status meetings to report any deficiencies in change orders, task orders and contractor proposals that need to be addressed. May occasionally be required to drive on an as needed basis.

### Knowledge, Skills and Abilities:

FACTOR 1: Technical and Operational Knowledge

Bachelor's Degree in Accounting, Engineering, Construction Management, or related field required. Minimum of three years professional experience working with project engineering or project accounting is required to analyze, and evaluate project costs. Experience with budget and cost control methods is required to ensure assigned projects are completed in a cost effective manner and unit costs are accurately established. Railroad experience with all types of projects (e.g. track, vertical construction, mechanical projects, etc.) preferred. Knowledge of personal computers using word processing, spreadsheet and database software required. Must have a valid driver's license.

FACTOR 2: Analytical Skills and Impact

Uses knowledge of cost accounting and engineering to develop independent cost estimates for projects and unit costs for railroad operations all with the goal of comparing these estimates to bids submitted by the contractors. Must have the ability to utilize market research to develop appropriate costs. Fulfills federal requirements of independent cost estimates when work is being contracted out with money from federal grants.

FACTOR 3: Supervision and Control

Functions as an independent estimating and cost analysis resource for project managers on a variety of projects. Sets own work priorities based on project priorities. For costing, maintains unit cost database and facilitates its use in estimating. Provides budgetary estimates in response to direction from Director, Project Management, or his/her direct reports. Provides detailed cost estimates to project managers.

Works independently with project managers on assignments with general supervision from the Director, Project Management. Receives direction from supervisor when encountering unusual circumstances.

FACTOR 4: Communication

Contacts are with co-workers, project managers, procurement staff, vendors, and government agencies. Contacts are for the purpose of gathering and disseminating information regarding project requirements and factors that impact unit costs.

**FACTOR 5: Working Conditions**

Work is primarily in a corporate office environment. May be exposed to harsh weather conditions and noise when visiting projects sites. May require travel throughout the Railbelt and occasionally outside Alaska for training purposes.

**Minimum Qualifications:**

Bachelor's Degree in Accounting, Engineering, Construction Management, or a related field is required. Three years professional experience working with project engineering or project accounting is required. Experience with budget and cost control methods is required. Railroad experience in all types of projects is preferred. Thorough knowledge of personal computers using word processing, spreadsheet and database software is required. Must have a valid driver's license.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have a Bachelor's Degree in Accounting, Engineering, Construction Management, or a related field AND three years verifiable professional experience working with project engineering or project accounting?

**Or Substitution:**

Do you have seven years verifiable professional experience working with project engineering or project accounting?